

Co-Creation Hub Privacy Policy

Last Updated: 16 March 2020

Privacy Policy

Hello! We are Co-Creation Hub Limited (also known as CcHUB Nigeria).

Below is a summary of how we use your data and respect your privacy.



Data we collect

- Name
- Email
- Designation/Position
- Phone Numbers
- Contact Address
- Information required via investment contract
- Information required via program application



We collect your data

- When you fill out our questionnaires and application forms
- When you sign up to our newsletter, job ads or services
- When we enter into a contract as partners/vendors



We use your data

- To process applications
- To complete transactions
- To send updates and information about specific CcHUB (or partner) services and programs



How long do we store your data?

We typically store your information for 7 years. However, you reserve the right to have your information with us altered or deleted at any time.



Third Parties

We do not share your information with third-party organisations or individuals.

We, however, run Google Analytics on our website which gives us insights into the kind of data we are collecting, and how users interact with our content.

We may share your information with government or government agencies if we are required to do so by law, or court order.



Your Rights

Be informed that you reserve the right at any point to:

- Access the data we store on you;
- Review, correct, *transfer, delete or restrict further processing of your data with us;
- Lodge a complaint with the National Information Technology Development Agency (NITDA) should you be dissatisfied with any area of our policy or how we use your data

*In the case of transfer to another service or business, we may charge a small fee to help us facilitate such a process.



Affiliate Services

By signing up for any of our services or programs, you consent to receive information about similar services and programs from Co-Creation Hub Limited, its subsidiaries, and partners.

You reserve the right to restrict the processing of your data for such purposes and unsubscribe from all such programs and services at any time.



Cookies

We use cookies on our website to understand the behaviour of users to help us improve our services



Security and Data Breach Notification

We take the security of your information seriously and have invested in precautionary and safety measures to secure and protect your data with us – including encryption, data loss prevention mechanisms, 2-factor authentication, a minimal access approach, among others.

While we take care to do this, unfortunately, no security system is foolproof – including the channels through which you supply us your data and the actual systems we have put in place to safeguard them.

You bear the responsibility of keeping your login information safe (including usernames, emails and passwords).

In the event of a data breach, we will notify you within 3 days (or 72 hours) of discovery.

If you feel at any time that your data may have been compromised (e.g, due to phone theft or hacking) please contact our Data Protection Officer (details below).



Contact us

If you have any questions about our policy, how we use your data or want to access or review the data we store on you, please reach our **Data Protection Officer, Sule Anthony** at anthony@cchubnigeria.com